SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

Volume 5, Issue 3 — *June, 2000*

Enhancement to SHARP Security

On March 20, 2000, SHARP Security Guidelines were sent out to Agency Heads, Human Resource Managers, and Payroll Managers. These guidelines are intended to proactively maintain appropriate levels of access to the SHARP System so that the personal and financial information of state employees will never be placed in a compromising position. Some of the key components of the guidelines are as follows:

1. Each agency will designate a SHARP Security Administrator(s). This person's signature will be accepted as agency approval on SHARP Security Forms and email transactions. SHARP Security Administrators will have a variety of responsibilities, including:
   - Sharing SHARP Security Guidelines with SHARP users in their agency.
   - Ensuring that each employee requesting access to SHARP complete the appropriate Computer Based Training (CBT) module.
   - Assuring that Operator IDs and passwords are not shared among SHARP users.
   - Notifying DPS when a SHARP user leaves the agency or changes job duties such that SHARP access is no longer required.
   - Reviewing the quarterly security report for accuracy.
2. Each SHARP User must change their password every 30 days. Users who do not change their passwords every 30 days will receive a reminder. Users who do not change their password within a 90-day period may have their security access revoked.

If you have any questions regarding SHARP Security or would like to request a copy of the SHARP Security Guidelines, please contact Gina Vinyard at Gina.Vinyard@state.ks.us or 785-296-4314.

Inside This Issue

This issue will focus on:

- SHARP Data Standards
- SHARP CBT Revision
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AKSESS

Automated Kansas State Employees Service System Stakeholders* Informational Meeting

Kansas City - July 25, 2000
TIME: 1:00 p.m.

Topeka - July 26, 2000
TIME: 8:00 a.m. & 1:00 p.m.

Wichita - August 2, 2000
TIME: 1:00 p.m.

Salina - August 3, 2000
TIME: 1:00 p.m.

Registration information will be mailed to agency Human Resource Managers in the next few weeks.

***Stakeholders** - HR Managers or Staff Members, IT Professionals responsible for internet or networks, Agency Heads, or Department Managers.

For more information contact Mary Adkins at 785-296-3800 or mary.adkins@state.ks.us

Kansas in the Spotlight

"How do you do it?" When it comes to payroll processing and scheduling, several educational institutions and local governments asked Kansas for advice during a recent telephone conference. PeopleSoft moderated the conference for their Education and Government customers. (Our SHARP system is a PeopleSoft product.) Callers were invited to join in by asking questions and sharing their own experiences. Compared to the experiences of many of the callers, Kansas is doing the right things.

Many described how they meet payroll processing deadlines by locking users out of their system for periods of time. Several stated that their timekeepers always work several hours later on Monday nights in order to meet payroll deadlines for data entry. They all asked for Kansas' strategy. Almost 90 callers listened in while Department of Administration staff discussed Kansas' payroll scheduling, what works for us, and areas where we are trying to improve processes.

PeopleSoft recently added the round table discussion to their virtual seminars which invited customers around the country to come together via telephone conferencing. The State of Kansas was one of the first customers asked to participate in this type of customer presentation format. Previously, all teleconference sessions were presented by PeopleSoft.

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SHARP CBT Revision

The SHARP Computer Based Training (CBT) modules have been revised to include minor updates and fixes over the last year. The instructions for downloading and applying the CBT update are located at ftp://165.201.56.7/PSFT7/Instructions/Cbt000406.txt.

The CBT update should be applied to every SHARP computer with the exception of:

- Central (A&R and DPS) users, who run the CBT off the central NT server
- CITRIX (dial-in) users
- Anyone who has downloaded the Cbt.zip file AFTER 4/5/2000 (as of this date, the full CBT install contains the update)

To assist users in identifying changes, a Summary of Revisions outlining significant changes is included as an attachment in each book. Additionally, pages that have been revised have a revision date listed be-

continued on page four

AKSESS Q&A

http://da.state.ks.us/aksess

What is AKSESS?

AKSESS (Automated Kansas State Employees Service System) is the name we picked to describe how you can choose, track and update benefits enrollment information via the Internet. It is not a computer software program or new insurance plan. Other ways to use AKSESS will follow.

Will I be entering my Benefits Open Enrollment information directly into SHARP?

No — Via the Internet, you will go to the AKSESS web site to enter your information. Your information will then be stored in a temporary database and downloaded into SHARP. You do not need to know how to enter data into SHARP, but it is a good idea for you to learn basic Internet navigation skills.

What happens if I make a mistake or change my mind?

You can go back in to the web site and make changes any time during the open enrollment period in October. Your benefits enrollment will use the latest information.

When will I use AKSESS?

In October you will use AKSESS for open enrollment for group health insurance and flexible spending accounts. Other ways to use AKSESS will follow.

Bond Specification Record Changes

When enrolling for savings bonds, an employee is required to specify the data that creates each bond priority. Each priority is a combination of bond denomination, bond owner, other registrant type (co-owner/beneficiary), and co-owner/beneficiary ID. What happens, though, when an employee requests a change to the data stored in the bond specification records for a specific bond priority, but still has a balance tied to the old data combination? Currently, these balances are manually identified each month and applied to the new bond data combination.

To automate the current process, effective 7/1/00, SHARP agency personnel making on-line changes to an employee's bond specification record may encounter a new 'pop-up' message stating that the employee's bond account has a current balance not equal to zero. This message occurs when you save the change and alerts the agency personnel that a balance exists for the employee's current bond data combination and will be automatically applied to the new bond data combination that is being entered. Agency personnel should click OK to complete the record save. Due to this process, changes to the bond specification records should not be future-dated further than two weeks.

Agency personnel will be able to identify the amount of the balance being brought forward by reviewing the Savings Bond Activity Log Edit records for the employee's new data combination. If the employee does not want the balance brought forward to be used toward the purchase of a bond for their new data combination, the agency can request a refund of this amount through the regular refund process.

For Regent agencies, this process will be triggered automatically when changes are applied to the Bond Specification Records through the Regent's Benefits Interface.

SHARP Data Standards for Employee Activities

Employee Activities, the second in a series of *Data Standards*, was distributed in late February. SHARP users should combine them with the *Data Standards* for Recruitment Activities distributed in August of 1999. The topics for both are listed below.

Employee Activities

Personal Data Update

Appointments/Leave of Absence
- Classified Promotion
- Transfer Classified Employee to Different Position
- Classified Acting Assignment
- Return From Classified Acting Assignment
- Leave of Absence to Take an Unclassified Position
- Return From Leave of Absence to Take an Unclassified Position
- Leave of Absence with Pay
- Return From Leave of Absence with Pay

Employee Review
- End Probation Performance Review
- Classified Employee Review

Suspension
- Suspension
- Return From Suspension

Separation
- Termination
- End of Temporary Appointment
- Retirement
- Terminate an Employee Due to Death

Recruitment Activities

Creating a New Job Requisition

Defining Selection Criteria for a Vacant Position
- Add/Update Personal Data for an Applicant
- Add/Update Competencies for an Applicant
- Add/Update Application Data for an Applicant
- Add/Update Licenses and Certificates for an Applicant
- Add/Update Education and Training (Field of Study) for an Applicant
- Hiring an Applicant

The purpose of the Data Standards is to help improve and maintain data integrity. Step-by-step, they describe the information required in SHARP panel fields for a process and the impact of an error if data is entered incorrectly or untimely.

Data Standards complement the CBT modules, SHARP Tips, and SHARP-SHOOTER with succinct data entry steps for both on-line users and those who interface information into SHARP. They are also available on the SHARP Documents web page at www.da.state.ks.us/sharp/documents.

Dear Dead Eye…

Q: I added a new Position Pool to one of my Departments on the Define Budget Encumbrance panels and now the previous Position Pools are gone and the only one showing for that department is the one I just entered. Why did the previous Position Pools disappear?

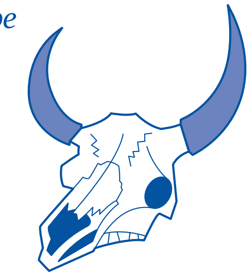
A: In an effort to improve response time on the Define Budget Encumbrance panels, Effective Date has been added to Department as search criteria on the dialog box for this panel group. Because of this, it is possible for agencies to erroneously use the 'Add' function when going into a new Department/Effective Date combination. It is important for agencies to remember that the 'Add' function should **only** be used when the agency is adding a new department to the panel group. Using the 'Add' function when adding new funding information to an existing department brings up a panel with no data, causing the previous information to "disappear".

When an agency is updating funding for an existing department, the 'Update/Display' function should be used. At the dialog box, enter the agency number and click OK. This will bring up a list box from which the agency should select the current effective dated row. Once this row is displayed on the screen, the agency should add a new row. This will ensure that all of the current funding information will be brought forward to the new row.

If an agency erroneously uses the 'Add' function and creates a row where none of the existing funding information is brought forward, the agency will have to enter (using the correct procedures) all of the position pools, account codes and funding distributions for the earnings, deductions and taxes that were not brought forward. By remembering to use 'Update/Display', agencies will avoid a lot of unnecessary data entry as well as reduce the risk of information being omitted or entered in error.

All questions for Dear Dead Eye are welcomed and should be directed to "Dead Eye" at the project address, (785) 296-4886, or E-Mail: douglas.quinn@state.ks.us

All questions will be answered in the following issue of the newsletter.



SHARP CBT Revision

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hind the title in the Table of Contents. All books except Administer Training have updates. Paper copies of the updated CBT books can be obtained through the Division of Printing. If you have any questions, please contact Gina Vinyard at Gina.Vinyard@state.ks.us.

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